

THE ROCHE SCHOOL
Fire Prevention Policy

This policy which applies to the whole school is saved on the school shared system and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

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| Responsible Area | Jonny Gilbert |

Fire Policy and Risk Assessment

The safety of children, staff and visitors is of paramount importance to The Roche School and the measures put in place by the Senior Leadership Team underline this.

It is the School's aim that the work and education environment is as safe from fire as can reasonably be achieved and if a fire does occur, our staff are well trained in procedures for safe evacuation and mitigation of damage.

The School recognises and accepts its statutory responsibilities as an employer, a landlord and as an owner of premises, as defined in the relevant fire safety legislation. It will take all steps reasonably practicable to secure the safety of its employees from fire, together with that of other relevant persons, by taking general fire precautions to make its premises safe.

Under the terms of the Regulatory Reform (Fire Safety) Order 2005 The Roche school must ensure the safety from fire of all staff, pupils, contractors and visitors. In order to do this the School must:

- Undertake fire safety risk assessments
- Nominate competent persons for the management of fire safety throughout the school and appoint people with sufficient training, experience and knowledge to undertake the preventative and protective measures required by legislation (employees or outside contractors);
- Provide employees with information on:
 1. The risks identified by the fire risk assessment;
 2. The measures that have been taken to prevent fires;
 3. How these measures will protect them if a fire breaks out;
 4. Appropriate instruction and training for new employees about the fire precautions in the workplace and regularly thereafter.
- Ensure that employees cooperate to ensure that their work place is safe from fire and its effects, and not do anything that will place themselves or other people at risk from fire;

The Roche School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential

- Provide adults who are not employees e.g. students, temporary or contract workers, with information on the risks fire poses on them;
- Publish fire safety procedures for the premises;
- Consider the presence of any dangerous substances e.g. highly flammable substances such as chemicals, LPG and petrol, or radioactive substances and the fire safety risks they present;
- Establish a suitable means of contacting the emergency services and providing them with any relevant information about dangerous substances;
- Ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained in good repair by competent persons.

Fire Prevention

The School also recognises and accepts a duty to prevent fire where reasonably practicable and to mitigate the effects of any outbreak of fire.

The Roche School is committed to fire prevention and the protection of its staff, pupils, all visitors and property through various procedures and drills. The School ensures that all pupils' and visitors' activities are properly controlled with risk assessments, fire drills, briefings to staff and a control of all contractors when on site.

The School fire policy is to reduce the level of risk to the members of the school community in the event of fire by:

- Identifying fire risks, controlling them and reducing them in all school activities;
- Carrying out fire drills and practices at irregular times;
- Both maintenance staff and external contractors carrying out regular testing of systems and equipment to ensure that all firefighting systems are working; keeping records of these tests;
- Having a dedicated committee for fire matters and holding formal health and safety meetings;
- Close liaison with the **Fire Officer**
- Ensuring that every member of the school community knows what to do in the event of the fire alarm going off;
- Having comprehensive arrangements in place for those who have difficulty in evacuating buildings in an emergency;
- Taking account of those who may work alone.

Responsibility

It is the responsibility of the **Proprietors** to ensure that regular fire drills are carried out, that a fire register is maintained and that adequate measures are in place to prevent fire, including risk assessments of all areas of the site and buildings.

It is the responsibility of the **Deputy Headteacher** to ensure that the fire alarms are tested regularly, that clear signage and fire notices are provided throughout the school and that all gas and electrical appliances are monitored for safety on a regular basis. The Deputy Headteacher also keeps records of the Fire Safety inspections and takes advice from the visiting Fire Officer.

A **Fire Officer** visits the school for inspection, giving written notice of his intention to inspect the premises. The **Deputy Headteacher** records his visits and acts in accordance with the advice received in the fire safety report.

It is the responsibility of **all employees** at the school to take reasonable precautions to prevent fire. All visitors to the school are required to sign in at Reception, where they are given a copy of fire evacuation procedures. When running an event in school, it is the responsibility of the person leading the event to ensure that fire exits are pointed out and evacuation procedures made clear to any visitors.

Duties of the Responsible Person

The Deputy Headteacher

Is the nominated School Health and Safety Officer, with the following responsibilities:

- Carrying out the Fire Risk assessment;
- Following up action as required by the Fire Risk assessment;
- Maintaining and making available as required, full records of all fire drills conducted at 11 Frogmore and Hilden House school sites;
- The evacuation of all pupils and for the regular practice of evacuation drills by all pupils and staff, as well as for the effective follow up of all action points arising from these drills;
- Ensuring that new staff understand the fire procedures in school;
- Keeping up to date with fire-related legislation, changes to school plant, extinguisher and alarm testing and visits by fire protection officers;
- Keeping records of maintenance of firefighting equipment and the School Fire Log Book;
- Holding an up to date list of trained fire wardens in order to ensure full coverage of fire warden duties by appropriately trained staff;
- Ensuring that maintenance and checks of emergency lighting are up to date and recorded;
- Ensuring close liaison with a **Fire Officer**.

Senior Leadership Team

Is responsible:

- For ensuring that fire safety prevention procedures and fire drills are in place across the School. Fire prevention is an agenda item in the regular meetings of SLT, where discussions focus on the conduct of fire drills, procedures and the results of action points. SLT provides direction to those with specific responsibilities;
- For ensuring that a fire risk assessment is carried out along with a follow up plan.

The School Facilities Manager/Safety Controller

Is appointed by the Deputy Headteacher to carry out weekly fire alarm testing. In addition:

- Ensures that there are adequate fire notices and signage located around the school;
- Ensures that fire extinguishers are maintained and are in suitable locations around the school;
- Invites the Fire Brigade to visit the school to gain knowledge of the layout of buildings;

Fire Marshals

1. Fire marshals will be suitably trained so they are competent and confident in performing their range of duties. We will ensure that they are given the necessary support and time to undertake their roles.
2. Fire marshal training will be delivered by a competent person and training will be refreshed a minimum of every 2 – 3 years.
3. A quantified assessment will take place to determine the required number of fire marshals and their roles for a specific premise.
4. Key elements of the fire marshal's roles will include:
 - Promoting the organisational fire safety culture and undertaking a proactive fire safety role daily.
 - Undertaking fire safety and housekeeping inspections.
 - Being part of the fire evacuation team responsible for assisting with the safe and effective evacuation of our school.
 - Any other specific duties that the responsible person may suitably and reasonably delegate providing they are competent.

Staff on Site

- All staff are responsible for knowing the requirements of the School's fire policies and for playing their part in preventing fire;
- A register is held at Reception of all those on site, including support staff;

- A separate register is held of teaching staff. During a fire drill or a real evacuation, these registers are taken to the assembly point for the roll call.

Visitors or Contractors

- All visitors or contractors are required to report to reception at 11 Frogmore.
- A fire evacuation briefing is given by a member of staff. Once the visitors have completed their business they must sign out at reception.

Lone Workers

- Staff must inform The Principal, James Roche if they intend to work at times when the school is not normally occupied. They should sign in and out, giving times of arrival and departure.
- Lone working is discouraged and it is recommended that staff work during the holidays only at those time when the office is staffed.

Dangerous Substances

- The school takes all necessary steps to comply with COSHH Regulations and COSHH risk assessment forms are held on file.
- There is restricted access to the substances kept by the maintenance team in locked containers.

Fire Alarm Systems

- Fire alarm systems are tested weekly to ensure proper operation.
- Serviced annually and every call point tested.
- All smoke detectors are individually tested to ensure proper detection of heat and smoke.
- A full log of all tests is kept with any actions required.
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Electrical Testing and Emergency Lighting

Full electrical testing takes place annually. Emergency lighting is tested on an annual basis and more regularly by the Safety Controller.

Fire Exit Routes

These are clearly marked and easily identifiable throughout the School. Regular walkabouts conducted by fire wardens, management and staff ensure that these routes are not obstructed and that all staff and pupils understand that this could be dangerous and is not acceptable.

Fire Evacuation Procedures

This is an overview of practical information for staff.

Aim

To reduce the level of risk to the members of the school community in the event of a fire.

Objectives

Every member of the school community knows what to do in the event of the fire alarm going off.

General Principles

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly. Corridors and entrances are kept clear at all times; pupils and staff have designated spaces for storing bags, coats etc. safely. At busy times, supervising staff will ensure that bags are not left in corridors or doorways.

Fire doors are installed at appropriate points around the buildings, in accordance with the advice of the inspecting Fire Officer; these are kept shut at all times.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are in the main School playground and at the front of Hilden House
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- A register of all staff will also be taken
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

Arrangements for SEND

- If a pupil with a disability joins the school, an assessment of need is made prior to his/her arrival and a risk assessment is carried out according to individual need.

Fire Hazards

The following fire hazards are identified:

- Smoking
- Electrical equipment
- Naked flame and gas appliances
- Portable heaters
- Laboratory equipment
- Lightning
- Flammable/combustible substances
- Arson

To Reduce the Risk of Fire

Smoking:

- The school is a non-smoking site. Smoking is not permitted on any part of the school site.

Electrical Equipment:

- Electrical equipment is PAT tested every year.
- Electrical equipment is switched off when not in use and unplugged, if appropriate, at the end of the working day.
- Computers are to be turned off at the end of each working day less the main server room.
- Care is taken to ensure that electrical circuits are not overloaded but using only fused extension cables, which should be fully unwound.
- Extension cables are never plugged into other extension cables, and adapter blocks are not used.

Gas Appliances:

- Gas appliances are regularly inspected and tested and the supply can be cut off in an emergency.
- In the kitchen correct clothing must be worn.
- The kitchen is covered by separate risk assessments and safe codes of practice.

Portable Heaters:

- Occasionally the use of additional heaters may be required. These appliances are inspected and tested regularly. They are sealed units which are plugged in. They must be positioned at a safe distance from any furniture and must never be covered.

Laboratory Equipment:

- All laboratory equipment is regularly inspected and maintained in good working order.
- Science staff are trained in its safe use; pupils are never allowed to use laboratory equipment without staff supervision.

Flammable/Combustible Materials:

- All new school furniture should conform to British Fire Safety Standards.
- Flammable or combustible materials are stored in accordance with COSHH.
- Rubbish should not be left adjacent to buildings. Bins are emptied on a daily basis. Larger exterior bins are securely closed, never allowed to overflow and emptied once a week.

Arson:

- Site security is monitored and reviewed regularly. Visitors are required to identify themselves and sign in at reception during the working day.
- No unaccompanied visitors are to be on site at any time.
- Any strangers should be challenged, if it is safe to do so. In the event of any suspicious activity, the police should be called.